Maryland State Board of Elections

Online Ballot Delivery System: USER GUIDE

Before you begin, please make sure:

- 1. You are using a computer with a printer; and
- 2. You have an *envelope* to return your voted ballot.

Have you created your password and are now returning to the system? Skip to page 16. Just need to reset your password? Skip to page 18.

Step 1: Access the Online Ballot Delivery System

Using a computer with a printer, click the link in the online ballot delivery email you received from <u>absentee.SBE@maryandelections.us</u>. It looks like this:

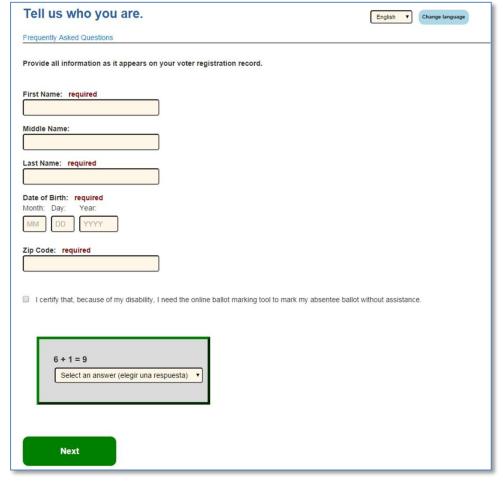
Login now

Step 2: Login

On the **Tell us who you are** web page, enter your first and last names, date of birth, and 5 digit zip code in the **required** fields. You must enter your information exactly as it appears in your voter record. See the **Note** on page 2.

If you have a disability and certify that, because of your disability, you need the online ballot marking tool to mark your absentee ballot without assistance, click the check box beside this statement to access the online ballot marking tool. If you do not need the online ballot marking tool to vote without assistance, skip over this check box.

Next, use the drop down to answer the True/False math problem in the gray box. If you skip the question or do not answer the question correctly, you will get an error. After you have entered your information and answered the math problem, click the Next button.



Step 2: Online Ballot Delivery System Login screenshot

Note: If you moved, changed your name, use a nickname, or have a hyphen or apostrophe in your name, you may want to check your voter registration card or use the Voter Lookup tool at

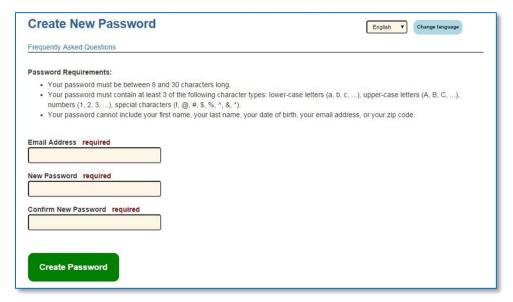
https://voterservices.elections.maryland.gov/VoterSearch or contact your local board of elections (http://elections.maryland.gov/about/county_boards.html) to check your voter registration information before you enter it. Be sure you enter two digits for the month and day you were born. For example, if you were born on January 2nd, you would type 01 in the Month field and 02 in the Day field. Also, be sure to enter all 4 digits of your birth year. Only enter the first 5 digits of your zip code. You will receive an error if you enter your full zip + 4 zip code.

Still having trouble? If you checked your voter information using one of the resources listed in the **Note** above, confirmed that you typed it correctly, and still got an error, email absentee.sbe@maryland.gov for assistance.

Step 3: Create Your Password

On the **Create New Password** web page, enter the email address that your online ballot delivery email was sent to in the **Email Address** field. You must create a password to access your ballot. See the **Note** below for password requirements. Type your password in the **New Password** field. Retype the same password in the **Confirm New Password** field. After you have entered the **required** information, click the green **Create Password** button.

Note: Your password must have at least 8 characters and no more than 30 characters. It must contain characters from <u>at least 3</u> of the following categories: (1) lower-case letters; (2) UPPER-CASE LETTERS; (3) numbers; and (4) symbols such as ! @ # \$ % ^ & *. Do not use your name, birthday, email address or zip code as part of your password because you will get an error. **See page 18 of this guide if you forget your password and need to reset it.**



Step 3: Create Password screenshot

Important Note: If you login and create your password, but need to access or print your ballot later, simply return to your web delivery email and click the Login now link. You will need to enter your voter information and password to access your ballot.

Step 4: Check Your Computer and Printer

Before you can access your ballot, you must check that your computer and printer will work with the online ballot delivery system. Under Maryland law, your voted ballot must be returned by mail or be dropped off at your local board of elections, so you must be able to print your ballot. For more information on system requirements, please read the **Online Ballot Delivery System FAQs** at https://voterservices.elections.maryland.gov/onlineballotdelivery/FAQ or by clicking the blue Frequently Asked Questions link on the web page.

On the **Welcome to Maryland's Online Ballot Delivery System** screen, review the mailing deadlines, and then click the green **Next: Check your computer** button.



Step 4: Online Ballot Delivery System Welcome screenshot

Step 5: Test Your Computer

The **Test Your Computer** web page will automatically check that your computer's browser and Adobe Reader software will work with the online ballot delivery system. If you see the word **PASSED** under both **Browser Test** and **Adobe Reader Test**, then you are ready for the **Print Test** in **Step 6**.

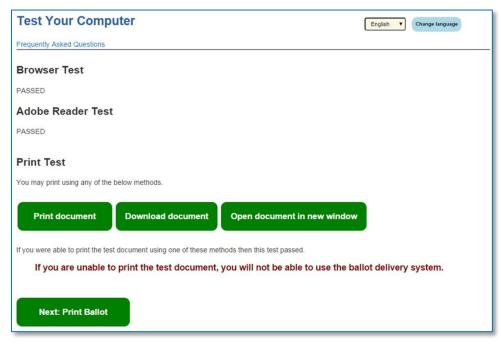
If you do <u>not</u> see the word **PASSED** under both, the computer you are using will not work with the online ballot delivery system. You may: (1) try to login on a different computer or using a different browser on the same computer (<u>Important</u>: See the **Note** under **Step 3** on page 2 of this guide on how to login if you have already created your password); (2) email the State Board of Elections at <u>absentee.sbe@maryland.gov</u> for assistance; or (3) contact your local board of elections (http://elections.maryland.gov/about/county_boards.html) to request to receive your ballot by mail instead, if time permits.

Step 6: Test Your Printer

For the **Print Test**, you may choose to **Print the document**, **Download the document**, or **Open the document in a new window**. Some methods work better with some browsers, and some methods may not work with your printer, so you may need to try more than one method to pass the **Print Test**. After you successfully print the test document, click the green **Next: Print Ballot** button.

Note: If you clicked the check box on the login page to certify that, because of a disability, you need the online ballot marking tool to mark your absentee ballot without assistance, your screen will have a Next: Tell us if you need assistance button instead of a Next: Print Ballot button. Online ballot marking tool users, please skip to Step 7B on page 8.

If you could <u>not</u> print using the Print, Download, or Open the document buttons, you may: (1) try to login on a different computer or using a different browser on the same computer (<u>Important</u>: See the **Note** under **Step 3** on page 2 of this guide on how to login if you have already created your password); (2) email the State Board of Elections at <u>absentee.sbe@maryland.gov</u> for assistance; or (3) contact your local board of elections (http://elections.maryland.gov/about/county_boards.html) to request to receive your ballot by mail instead, if time permits.



Step 6: Test Your Computer and Printer screenshot

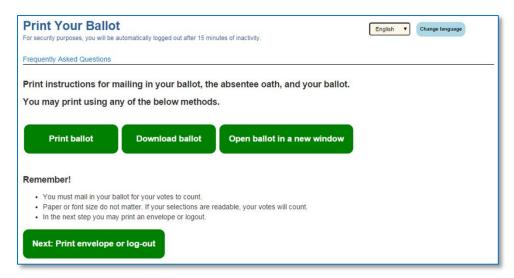
IMPORTANT

The next steps are different for users who checked the box to certify that, because of a disability, they need the online ballot marking tool to mark their absentee ballot without assistance and for users who will print their ballot and mark it by hand. Steps 7A though 9A (pages 5-7) are for users printing and marking their ballots by hand. Steps 7B through 14B (pages 8-15) are for online ballot marking tool users. Online ballot marking tool users should skip to Step 7B on page 8 now.

For Users Printing and Marking Ballots by Hand:

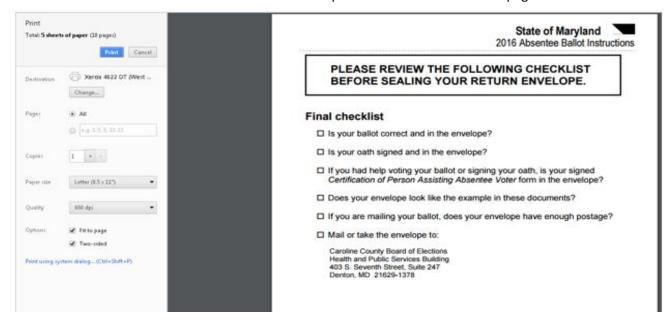
Step 7A: Print Your Ballot

On the **Print Your Ballot** web page, there is a row with 3 different green buttons for printing your ballot and other documents: **Print ballot**, **Download ballot**, and **Open ballot in a new window**. There are 3 printing options because some work better with some browsers than others and some may not work with your printer. The method that worked best for your print test is usually the best method to use to print your ballot. If you click one button and cannot print, click your browser's back arrow to return to the **Print Your Ballot** web page, and then try a different green printing button.



Step 7A: Print Your Ballot screenshot

Note: Your ballot and other documents will be in one pdf file. The total number of pages varies.



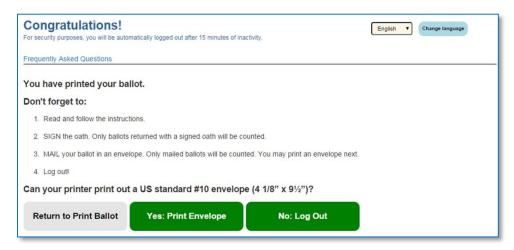
Step 7A: Print dialog page screenshot for printing ballot and documents

If you passed the **Print Test** in **Step 6**, but <u>cannot</u> print your ballot and other documents, please email the State Board of Elections at <u>absentee.sbe@maryland.gov</u> for assistance; or contact your local board of elections (http://elections.maryland.gov/about/county boards.html) to request to receive your ballot by mail, if time permits.

After you print your ballot and documents, click the green Next: Print envelope or log-out button to print a #10 return envelope or to log-out of the online ballot delivery system if you would prefer to address your return envelope by hand.

Step 8A: Choose to Print Your Envelope or Address Your Envelope by Hand

• If you want to print an envelope, click the green Yes: Print Envelope button on the Congratulations! web page.



Step 8A: Print Envelope screenshot

• If you do <u>not</u> want to print an envelope, click the Next: Print envelope or log-out button to log-out, then click the green No: Log Out button on the Congratulations! web page (pictured above). To address your return envelope by hand, follow the template that printed with your ballot and documents (sample immediately below). It is important that you write your Absentee Voter Number under your return address as shown. This number can be found on the envelope template that printed with your documents and on your oath.

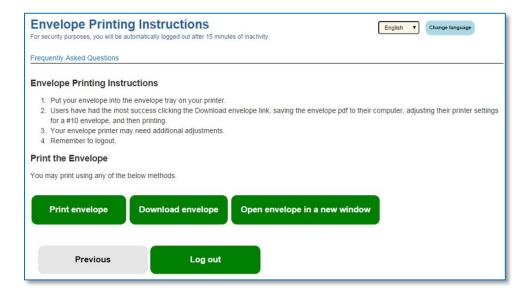


Step 8A: Envelope template image

Step 9A: Printing Your Envelope

On the Envelope Printing Instructions web page, there is a row with 3 different green buttons for printing your envelope: Print envelope, Download envelope, and Open envelope in a new window. There are 3 printing options because some work better with some browsers than others and some may not work with your printer. The method that worked best for your print test is usually the best method to use to print your envelope. If you click one button and cannot print, click your browser's back arrow to return to this Envelope Printing Instructions web page and try a different green printing button. Your envelope file is a pdf set up to print on a #10 envelope. To successfully print the envelope pdf, you will need to check that your printer settings are adjusted for a #10 envelope. You may print this file on a larger envelope, if necessary, but may need to adjust your printer settings.

If you are <u>not</u> successful printing your envelope, please follow the instructions for hand writing your return envelope in **Step 8A** above (on page 6) or on the envelope template that printed with your ballot and other documents.



Step 9A: Envelope Printing Instructions screenshot



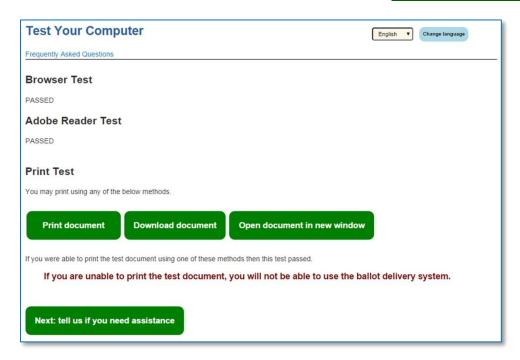
Step 9A: Print dialog page screenshot for printing envelope

Click the green Log out button after you print your envelope or if you decide not to print it.

For Online Ballot Marking Tool Users:

Step 7B: Tell Us if You Need Assistance

The button at the bottom of the **Test Your Computer** web page is different for online ballot marking tool users. When you have passed the computer and print tests, click the green **Next: tell us if you need assistance** button.



Step 7B: Test Your Computer screenshot with Next: Tell us if you need assistance button

Step 8B: Tell Us If Someone Will Help You

If no one will be helping you sign your oath or mark your ballot, click the green No button and skip to Step 10B on page 10. If someone will be helping you sign your oath or mark your ballot, click the green Yes button.



Step 8B: Tell Us If Someone Will Help You screenshot

Step 9B: If Someone Will Help You, Enter Your Helper's Information

If you need help signing the oath or marking your ballot, enter or ask your helper to enter the helper's information on the Tell Us Who Is Helping You web page. If you know you will need help, but have not chosen a helper yet, you can leave this page blank, click the green Next: Mark Your Ballot button, and write in your helper's information after you print your ballot and other documents.

Tell Us Who Is Helping You. For security purposes, you will be automatically logged out after 15 minutes of inactivity.	English ▼ Change language
Frequently Asked Questions	
If you know who will help you, you may type the information below. If not, you will be able to write in the helper's information after the ballot prints.	
Any person can help you, except:	
A candidate on your ballot	
Your employer or a representative of your employer	
An officer or representative of your union	
The person helping you:	
Can mark the ballot according to your wishes.	
 Can print your name, followed by his or her initials, if you cannot sign the oath. 	
Cannot make any effort to influence your vote.	
 Must enter the information requested below. Must sign the Certification of Person Assisting Absentee Voter. This form will print with your ballow. 	ot
, , , , , , , , , , , , , , , , , , , ,	
oter Name	
Helper's Information	
Helper's Name	
Street Address	
City	
State	
Zip Code	
Telephone Number	
	
Next: Mark Your Ballot	

Step 9B: Tell Us Who Is Helping You screenshot

Step 10B: Marking Your Ballot

Make your selections on your ballot by selecting the box beside the name of the candidate of your choice or anywhere within the gray area surrounding the candidate's name. When you make your selection, a checkmark will appear beside the candidate's name to show how you voted. If you select the wrong candidate by mistake, click that candidate's name again to remove the checkmark and then click the box for the correct candidate. After you vote a contest, click the green Next button to move to the next contest. When you finish marking your ballot, click the blue Review and print ballot button. You will have a chance to go back and make changes on the next screen.



Step 10B: Mark your ballot using the online ballot marking tool screenshot

Step 11B: Review Your Ballot

On the Review your votes web page, you can scroll through each contest to review your selections.



Step 11B: Review your marked ballot screenshot

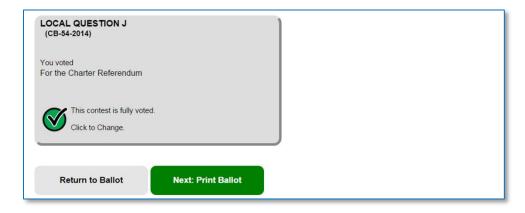
Note: The online ballot marking tool will not permit you to vote for more than the number of candidates allowed in a contest because your ballot would not count if you did this. However, you can choose to vote for fewer candidates than the number allowed. The online ballot marking tool will alert you if you do this.

For example, as pictured below, if the contest allows you to vote for 3 candidates and you select only 1, the marking tool will alert you that you may go back and vote for 2 more candidates if you want.



Step 11B: Reviewing your marked ballot screenshot with under-voted contest alerts

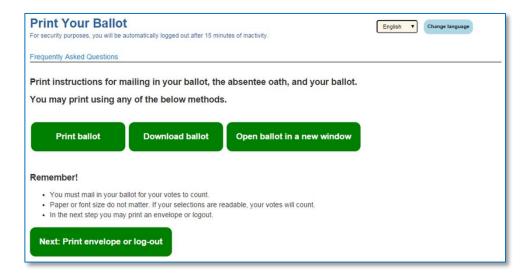
To make changes on your ballot or vote for additional candidates where allowed, either click the box for that contest or click the gray **Return to Ballot** button at the bottom of the page. If you are happy with the selections you marked, click the green **Next: Print Ballot** button.



Step 11B: Return to Ballot and Next: Print Ballot buttons screenshot

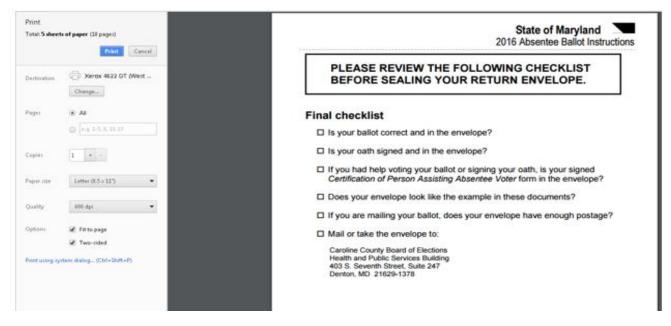
Step 12B: Print Your Ballot

On the **Print Your Ballot** web page, there is a row with 3 different green buttons for printing your ballot and other documents: **Print ballot**, **Download ballot**, and **Open ballot in a new window**. There are 3 printing options because some work better with some browsers than others and some may not work with your printer. The method that worked best for your print test is usually the best method to use to print your ballot. If you click one button and cannot print, click your browser's back arrow to return to the **Print Your Ballot** web page, and then try a different green printing button.



Step 12B: Print Your Ballot screenshot

Note: Your ballot and other documents will be in one pdf file. The total number of pages varies.



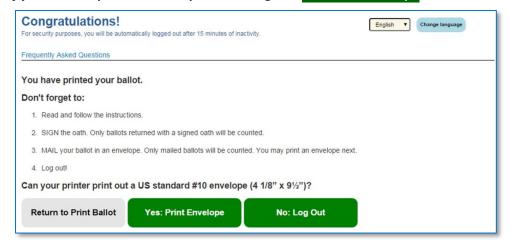
Step 12B: Ballot print dialog screenshot

If you passed the **Print Test** in **Step 6**, but <u>cannot</u> print your ballot and other documents, please email the State Board of Elections at <u>absentee.sbe@maryland.gov</u> for assistance; or contact your local board of elections (http://elections.maryland.gov/about/county boards.html) to request to receive your ballot by mail, if time permits.

After you print your ballot and documents, click the green Next: Print envelope or log-out button to print a #10 return envelope or to log-out of the online ballot delivery system if you would prefer to address your return envelope by hand.

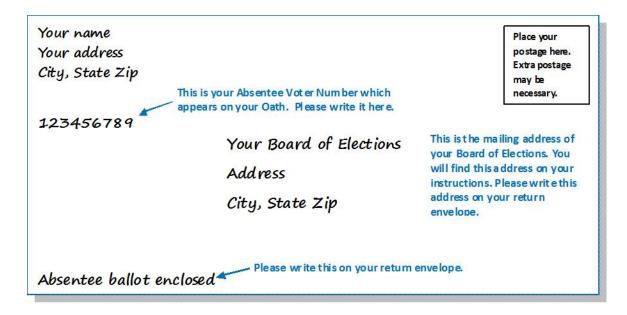
Step 13B: Choose to Print Your Envelope or Address Your Envelope by Hand

If you want to print an envelope, click the green Yes: Print Envelope button on the Congratulations! web page.



Step 13B: Print Envelope screenshot

If you do <u>not</u> want to print an envelope, click the Next: Print envelope or log-out button to log-out, then click the green No: Log Out button on the Congratulations! web page (pictured above). To address your return envelope by hand, follow the template that printed with your ballot and documents (sample immediately below). It is important that you write your Absentee Voter Number under your return address as shown. This number can be found on the envelope template that printed with your documents and on your oath.

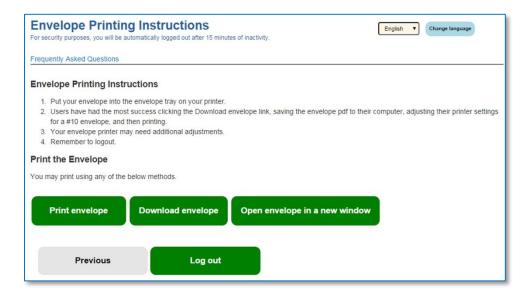


Step 13B: Envelope template image

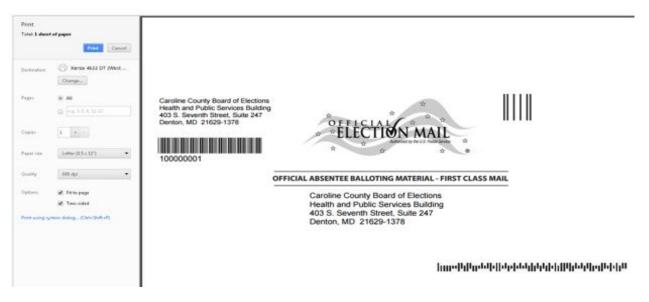
Step 14B: Printing Your Envelope

On the Envelope Printing Instructions web page, there is a row with 3 different green buttons for printing your envelope: Print envelope, Download envelope, and Open envelope in a new window. There are 3 printing options because some work better with some browsers than others. The method that worked best for your print test is usually the best method to use to print your envelope. If you click one button and cannot print, click your browser's back arrow to return to this Envelope Printing Instructions web page and try a different green printing button. Your envelope file is a pdf set up to print on a #10 envelope. To successfully print the envelope pdf, you will need to check that your printer settings are adjusted for a #10 envelope. You may print this file on a larger envelope, if necessary, but may need to adjust your printer settings.

If you are <u>not</u> successful printing your envelope, please follow the instructions for hand writing your return envelope in **Step 13B** above (on page 14) or on the envelope template that printed with your ballot and other documents.



Step 14B: Envelope Printing Instructions screenshot



Step 14B: Print dialog page screenshot for printing envelope

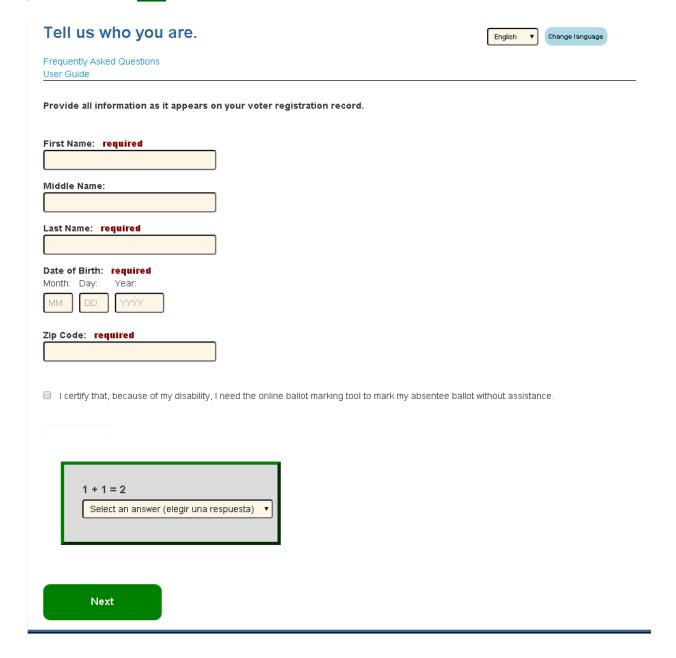
Click the green Log out button after you print your envelope or if you decide not to print it.

Returning Users

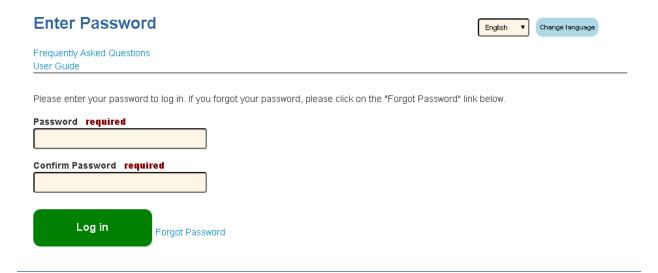
On the **Tell us who you are** web page, enter your first and last names, date of birth, and 5 digit zip code in the **required** fields. You must enter your information exactly as it appears in your voter record. See the **Note** on page 2.

If you have a disability and certify that, because of your disability, you need the online ballot marking tool to mark your absentee ballot without assistance, click the check box beside this statement to access the online ballot marking tool. If you do not need the online ballot marking tool to vote without assistance, skip over this check box.

Next, use the drop down to answer the True/False math problem in the gray box. If you skip the question or do not answer the question correctly, you will get an error. After you have entered your information and answered the math problem, click the Next button.

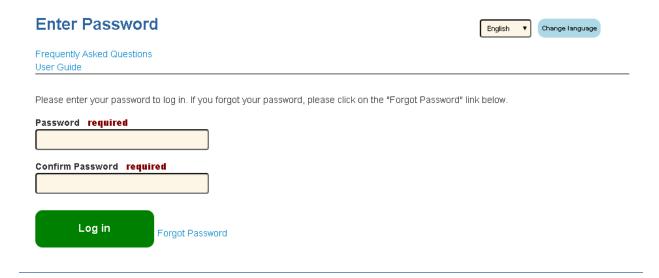


Enter the password that you created when you logged in for the first time. Enter the password again in the Confirm Password field. Then click on "Log In" button.

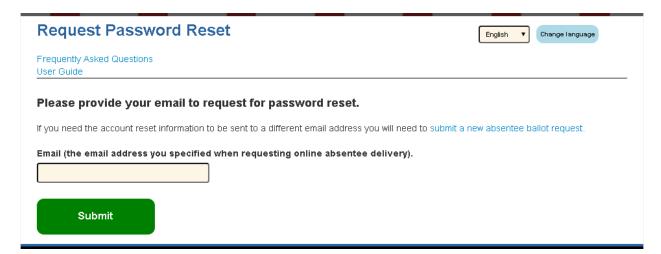


Password Reset

If you forgot your password, click on the "Forgot Password" link on the Enter Password page. It is right of the "Log In" button.



Enter your email address. It must be the email address where you receive your absentee ballot link.



Wait for 5 minutes. Check your emails. There should be an email with the subject "MD Absentee Ballot Delivery – Password Reset."

Use the link in this email to log in and create a new password. See page 1 of this guide for log in instructions.